



DEPARTMENT OF THE NAVY

NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5612

IN REPLY REFER TO:

NSHSBETHINST 5370.1G
OO

11 JUN 2002

NSHS BETHESDA INSTRUCTION 5370.1G

From: Commanding Officer

Subj: STANDARDS OF CONDUCT

Ref: (a) DOD Directive 5500.7-R of 30 Aug 93
(b) NAVREGS Chapt. 11

Encl: (1) Bedrock Standards of Conduct for Department of the
Navy Personnel
(2) Naval School of Health Sciences (NSHS) Bethesda
Positions Requiring Submission of SF 450

1. Purpose. To establish and implement local procedures for compliance with Standards of Conduct and related reporting requirements promulgated by the Secretary of the Navy.

2. Cancellation. NSHSBETHINST 5370.1F

3. Background. Reference (a) provides the standards of ethical conduct for Department of Defense military and civilian personnel; establishes reporting requirements for personnel of certain categories in the Department of Defense, amplifies procedures for executing the standards of conduct and related requirements. Reference (b) states that all Department of the Navy personnel are expected to conduct themselves in accordance with the highest standards of personal and professional integrity and ethics.

4. Applicability. This instruction applies to all NSHS Bethesda civilian employees and active duty military personnel (both Regular and Reserve), special government employees and personnel of non-appropriated fund activities. Penalties for violations of the standards of conduct prescribed in references (a) and (b) include the full range of statutory and regulatory sanctions for civilian and military personnel.

5. Action

a. All civilian and military personnel will adhere to the Bedrock Standards of Conduct as outlined in enclosure (1), and attend annual Standards of Conduct training.

b. Individuals occupying positions identified on enclosure (2) are required to complete an Executive Branch Personnel Confidential Financial Disclosure Report (SF 450) and attend annual training by an attorney certified to perform Standards of Conduct training.

c. The Director, Administration shall, on an annual basis, route a copy of enclosure (1) to all personnel. A routing sheet shall be affixed to this copy of the Standards and upon completion of routing, be kept on file.

d. The Director, Resource Management will recommend to the Commanding Officer, individuals not listed in enclosure (2) who may be required to complete the SF 450 based on their procurement or management responsibilities.

A handwritten signature in black ink, appearing to read "D. S. Wade", with a long horizontal flourish extending to the right.

D. S. WADE

Distribution:
List II

**BEDROCK STANDARDS OF CONDUCT
FOR DEPARTMENT OF THE NAVY PERSONNEL**

To maintain the public's confidence in our institutional and individual integrity, all Department of the Navy (DON) personnel shall:

1. Avoid any action, whether or not specifically prohibited by the rules of conduct, which might result in or reasonably be expected to create an appearance of:
 - a. Using public office for private gain
 - b. Giving preferential treatment to any person or entity.
 - c. Impeding Government efficiency or economy.
 - d. Losing complete independence or impartiality
 - e. Making a Government decision outside official channels
or
 - f. Adversely affecting the confidence of the public in the integrity of the Government.
2. Not engage in any activity, acquire or retain any financial interest or association that conflicts or appears to conflict with the public interests of the United States related to their duties.
3. Not accept gratuities from Department of Defense contractors unless specifically authorized by law or regulation.
4. Not use their official positions to improperly influence any person to provide any private benefit.
5. Not use inside information to further a private gain
6. Not wrongfully use rank, title, or position for commercial purposes.

7. Avoid outside employment or activities incompatible with their duties or which may discredit the Navy.
8. Never take or use Government property or services for other than officially approved purposes.
9. Not give gifts to their superiors or accept them from subordinates when it is not appropriate to do so.
10. Not conduct official business with persons whose participation in the transaction would violate law or regulation.
11. Seek ways to promote efficiency and economy in Government operations.
12. Preserve the public's confidence in the Navy and its personnel by exercising public office as a public trust.
13. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
14. Uphold the Constitution, laws, and regulations of the United States and never be a party to their evasion.
15. Give a full day's labor for a full day's pay, providing earnest effort to the performance of duties.
16. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of Governmental duties.
17. Make no private promises of any kind binding upon the duties of office.
18. Not engage in business with the Government, either directly or indirectly, inconsistent with the conscientious performance of Governmental duties.

Expose corruption wherever discovered.

NSHS POSITIONS REQUIRING SUBMISSION OF SF 450

Personnel in the following positions must file a SF 450:

<u>Code</u>	<u>Title</u>
OO	Commanding Officer
OOX	Executive Officer
OA	Academic Director
OF	Director, Resource Management/Comptroller
OF	Head, Financial Management Department
OS2	Head, Material Management Department
OS2	Purchasing Agent
OS2	Technical Reviewer
OS2	Competition Advocate
OH	Director, Medical Accessions
OS3	Head, Management Information Systems Department
OV	Director, Visual Information
OVA	Associate Director, Visual Information